Director Procedure Number: DP404
Title: Employment of Administrators
Section: Personnel - Administrative Employees

Employment of Administrators

At the current time, administrative position shall be deemed to be:

Director
Assistant Director
Business Manager
Supervisor of Career and Technical Education
Supervisor of Practical Nursing
Supervisor of Adult Education

Required Clearances

EASTERN shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The Center may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the Center has evaluated the results of that screening process.

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

Adopted: 3/13/13
Revised: 3/11/15